




**Montgomery County Office for Community Use of Public Facilities
Silver Spring Civic Building FY 11 (7/1/10-6/30/11) Hourly Fee Schedule**



<div>Rooms</div> <div></div>	County				Commercial & Out-of-County
	Personal & Small Enterprise		Community Service		
	M-Th am/pm Fri until 5pm	Fri after 5pm Sat/Sun/Holiday	M-Th am/pm Fri until 5pm	Fri after 5pm Sat/Sun/Holiday	All Times
Great Hall – Full	\$250	\$400	\$200	\$300	\$450
Great Hall – Half	\$125	\$200	\$100	\$150	\$225
Atrium	\$40	\$45	\$35	\$40	\$60
Large Activity Room Gallery, Ellsworth, Roundhouse, Fenton	\$45	\$50	\$40	\$45	\$75
Small Conference Room Ellsworth divided, Colesville	\$30	\$35	\$25	\$30	\$45
Rooms as additional units (excludes Great Hall)	\$25	\$35	\$20	\$30	\$40
Warming Kitchen (No cooking on premises)	\$25	\$35	\$20	\$30	\$40
Courtyard	\$30	\$40	\$25	\$35	\$45
Veterans Plaza	Call for information				

Note: 4-hour minimum applies to weekend (Friday after 5pm through Sunday) and special event use.

Additional Charges	Minimum Hours	Per Hour
Security Officer	4	\$35
Building Services Worker	4	\$25
Add one hour before and after event at applicable room rate for routine set-up configurations and clean-up costs for special events and Great Hall use. Additional clean-up may apply for extended use and large gatherings.		
Equipment (includes set up)	Minimum Hours	Per Use
Portable microphone	0	\$25
Sound/projection system	0	\$50*
Riser (low stage)	4	\$250 (add \$50 per hour over 4 hours)
<i>*If the services of an audio-visual technician is required, fees will be based on actual cost of service</i>		
Other		
Security Deposit - Great Hall	\$500 (refundable) additional charges apply for extended use	
Great Hall or Veterans Plaza Special Event Confirmation Fee (non-refundable)	\$250 per application (applied to facility cost if event occurs as scheduled)	
FEE CATEGORY DEFINITIONS		
<u>Personal and Small Enterprise</u> <ul style="list-style-type: none">• Program by community group or nonprofit charging participant a fee• Nonprofit event, e.g., recognition ceremony• Fundraiser• Personal use, e.g., party/personal celebration• Small enterprise activity by a Local Small Business Reserve Program eligible business• Special Events: Events in Great Hall or Veterans Plaza requiring advance planning & coordination of support services by the County	<u>Community Service (civic/public good discount)</u> <ul style="list-style-type: none">• County tax-supported public agency• Community group and nonprofit organizational scheduling meetings or offering free/minimal cost programming (civic associations, scouts, homeowner associations, clubs, etc.)• Community service (activity not for personal or organizational gain or benefit) <u>Commercial & Out-of-County</u> <ul style="list-style-type: none">• For-profit entity not eligible for Local Small Business Reserve Program status• Non-resident applicant or organization, or primary organization or business location is not in Montgomery County• Less than two-thirds of participants in a program are non-County residents	